



Winston H. Hickox  
Agency Secretary

# Air Resources Board

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Chairman

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Gray Davis  
Governor

## MEMORANDUM

TO: All Employees

FROM: Michael P. Kenny  
Executive Officer  
*M. P. Kenny*

DATE: August 27, 2002

SUBJECT: HEALTH AND SAFETY POLICY

It is the policy of the Air Resources Board (ARB or Board) that accident prevention shall be considered of primary importance in all phases of operations.

The personal health and safety of each ARB employee is of primary importance. Prevention of occupationally-induced injuries and illnesses will be given top priority. Mechanical and physical resources required for personal health and safety will be provided by the Board to the greatest extent possible.

Health and safety must be an integral part of every ARB operation. Without question, it is every employee's responsibility. No employee is required to work at a job he/she knows is not safe or healthy. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of employment. You must immediately inform your supervisor of any situation beyond your ability or authority to correct.

The ARB will maintain a health and safety program conforming to the best practices of organizations of our type. The Injury & Illness Prevention Program has been established to assist with this commitment. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all health and safety matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program be established and preserved in the best interest of all.

No employee will be retaliated against for reporting hazards or potential hazards or for making suggestions related to safety.

As the Executive Officer of the Air Resources Board, I am committed to ensure that all employees are safe at work.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency